



# Activity Aide

**Orchard Manor** is recruiting for an **Activity Aide**. This position, under the supervision of the Manager of Activities and Rehabilitation, conducts therapeutic activities. The position participates in the development of and the execution of individual resident care plans. The Activity Aide participates in volunteer programming as assigned.

## **Non-benefit position**

28 hours per two-week pay period

Works every other weekend and some evening hours throughout the week

## **Minimum Qualifications:**

Education:

1. High School graduate or advanced training in Activities
2. Must hold a valid Wisconsin driver's license and a safe driving record

Experience: Prefer experience in the field of Activities and/or Recreation programming for special populations

**How to Apply:** An [Orchard Manor Employment Application](#) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting Orchard Manor's HR/Payroll Assistant at (608)723-2113. The application must be on file, completely filled in, no later than **4 p.m. on July 31, 2018** at the following address:

**HR/Payroll Assistant**  
**Orchard Manor**  
8800 Hwy 61  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Activity Aide

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Activity Supervisor

**PAY GRADE:** OM D or OM E (determined by CNA status)

**FLSA:** Not Exempt

### **NATURE OF WORK**

The Activity Aide, under the supervision of the Manager of Activities and Rehabilitation, conducts therapeutic activities. The position participates in the development of and the execution of individual resident care plans. The Activity Aide participates in volunteer programming as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

1. High School graduate or advanced training in Activities
2. Must hold a valid Wisconsin driver's license and a safe driving record

**Experience:** Prefer experience in the field of Activities and/or Recreation programming for special populations

#### **Knowledge, Skills and Abilities:**

1. Must demonstrate an enthusiastic personality and have leadership experience
2. Must have basic knowledge of the needs of the elderly, mentally impaired, and developmentally disabled
3. Must be able to relate effectively with resident behavioral disorders
4. Must be able to work other than normal working hours when needed or deemed necessary
5. Must be able to work in a variety of settings

### **ESSENTIAL FUNCTIONS**

1. Assists in the development of resident Care Plans/IPP's/Behavior Programs
2. Organizes and plans to successfully execute resident care plans
3. Responsible for writing progress notes under the direction of the Activity Supervisor
4. Cleans up after self and activity groups
5. Functions to keep order in the use of activity supplies
6. Under the supervision of the Activity Supervisor, schedules and implements daily structured and non-structured leisure activity; follows the Client Protection Program
7. Completes daily, departmental data collection as appropriate
8. Performs other duties as deemed appropriate to the position of Activity Aide when asked to do so by the Activity Supervisor
9. Must be able to work other than normal working hours when needed
10. Must be able to exchange work assignments when required to do so or when the need arises

### **SUPERVISION RECEIVED**

Under the direction of the Activity Supervisor

### **SUPERVISION EXERCISED**

None

## **ENVIRONMENTAL FACTORS**

### **Strength:**

1. Able to occasionally transfer, or assist resident from bed, W/C, toilet; requires the ability to push, pull, and lift 25 to 75 lbs. unassisted
2. Push/pull residents weighing up to 400 lbs. in W/C or geri-chairs; reposition residents weighing up to 400 lbs. in chairs and bed to perform activities with assistance of either staff or assistance devices as determined by nurse or protocol

### **Mobility:**

1. Stand or walk up to 80% of up to a 12 hour working shift as deemed necessary to meet the needs of the facility to provide assist with resident therapy program
2. Able to stoop, bend, squat, twist, and kneel to assist resident with activities
3. Occasionally reach over head to obtain supplies
4. Able to deal with combative residents safely

### **Manual Dexterity:**

1. Able to use hands and arms to position residents, manipulate items, demonstrate activities
2. Simple gross motor manipulation skills are required to manipulate W/C through doors and around furniture

**Speech:** Able to speak and understand English to communicate with residents and other professionals

### **Sensory Requirements:**

1. Able to see objects 15 feet for identification of residents and observation of behavior changes
2. Able to see close for reading instruction, review medical charts and care plans
3. Able to hear and distinguish normal sounds ranging from conversational levels to high pitched sounding alarms with background noises
4. Concentrate on moderate and or fine details with frequent interruptions; necessary to perform a variety of tasks related to activities
5. Attention span ranging from 10-60 minutes to perform minimal to fine detailed tasks related to activities
6. Ability to comprehend oral and written instruction, complex direction and specific ideas behind action and to be able to teach and demonstrate activities to residents
7. Able to follow, complete and remember verbal and written messages, information and task assignments from 8 hours to longer periods of time given to self and others
8. Able to read, write, and communicate in English to develop and follow written treatment plan, document progress, and follow activity policies

**Equipment:** Geri-chairs, wheel chairs, sensory equipment, call/intercom system, telephone, lap board, microwave oven

## **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only, and not intended to imply a written or implied contract of employment. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/18